

Notice

The Cherokee County Commission is now accepting applications in accordance with its Personnel Policy for the position of **Part Time Library Assistant** until the close of business on Wednesday, January 7, 2022. Applications will be accepted at the County Commission office located in the Cherokee County Administrative Center, 260 Cedar Bluff Road, Suite 103, Centre, AL 35960. Visit our website at cherokeecounty-al.gov/employment-opportunities to view a complete job description and download an application.

Job Summary: Under the supervision of the Library Director, the Part-time Library Assistant will greet patrons, check out books, receive and record money taken in, issue library cards, assist patrons with computer issues, present children's programs as necessary, decorate bulletin boards, shelve and straighten books in library and repair books, assist patrons with information.

Minimum Qualifications: High school diploma or GED. Some experience in a public office setting; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities commensurate with the requirements of this job. Possess a current and valid driver's license.

Knowledge, Skills and Abilities: Knowledge of general office procedures, safety rules, effective verbal skills, comprehensive reading skills, operate office equipment, use computers and office productivity software, handle money.

Salary and Benefits: Starting salary is \$12.68 per hour. Salary is negotiable based on successful applicant's related experience, education and training. First consideration will be given to all present employees of the Cherokee County Commission who are eligible for the position. The Cherokee County Commission is an equal opportunity employer.

Cherokee County

JOB DESCRIPTION

Job Title: Assistant Librarian

Department: Library

FLSA: Grade: 3
Security Sensitive

Job Description Prepared: September 2014

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Library Director

Subordinate Staff: None

Other Internal Contacts: County Clerk; the Personnel Office; Bookkeeper; County Administrator

External Contacts: General Public; Vendors; Libraries within the County; Civic and Community Groups

Job Summary

Under the supervision of the Library Director, this employee provides assistance in the daily operations of the Library. The employee provides support and assistance to the Library Director in the continuation of the day-to-day functions of the Library. The employee represents the Library in a positive and professional manner to the public. The employee maintains library records and finances, and performs tasks to maintain the daily operations of the library to provide efficient operations of the department.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Patron Services. The employee is responsible for the day-to-day functions of the Library and representation of the Library to the public.

1. Responds to requests for books, documents, and information.
2. Receives and processes applications for library cards.
3. Reserves books, videos, and materials.
4. Conducts internet searches; contacts libraries for resources.
5. Assists patrons in using computers to accomplish searches and apply for jobs.
6. Represents the library in a positive and professional manner.
7. Checks books and other items out and in.
8. Plans and conducts story time.
9. Develops crafts and activities specific to established themes and age groups.
10. Designs and assembles bulletin boards and other visuals.

ESSENTIAL FUNCTION: Reception. The employee represents the Library in a positive and professional manner to the public.

1. Greets patrons; welcomes to the Library.
2. Responds to questions; provides information.
3. Answers phones; transfers calls.
4. Maintains an organized reception area.
5. Assists with library card applications; processes.

ESSENTIAL FUNCTION: Bookkeeping and Records. The employee maintains records and finances of library operations.

1. Inventories supplies, equipment, and books.
2. Uses the computer and software to perform bookkeeping functions.
3. Assesses late fees.
4. Enters credits and debits.
5. Balances daily monies.
6. Secures funds.
7. Assembles book orders.
8. Receives orders; compares against orders placed; verifies receipts.
9. Deposits monies received into the bank.
10. Prepares invoices; issues receipts.

ESSENTIAL FUNCTION: Library Operations. Maintains daily functions of the Library in order to provide efficient operation of the department.

- Plans and conducts story hour and other events for children.
- Develops and assembles supplementary materials to support stories and other events such as brown bag lunches.
- Promotes special events.
- Designs bulletin boards, handouts, and library promotional items.
- Updates information and promotional items on a regular basis.
- Updates activities, notifications, and calendars.
- Organizes and maintains the storage and sale rooms.
- Organizes and re-organizes book shelves; shelves books and other materials.
- Catalogues books, videos, equipment and materials.
- Assists the Director with daily services and functions of the Library.
- Assists the Director with verification of time and attendance.
- Supervises employees and manages the daily functions of the Library in absence of the director.
- Conducts processes of the interlibrary loan system.
- Utilizes technology, office equipment, and supplies to accomplish library objectives.
- Utilizes productivity and library-specific computer software.
- Generates supply orders.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

- *Knowledge of County rules, regulations, policies and procedures.
- *Knowledge of Library policies and procedures.
- *Knowledge of the library organization and physical locations of the library collections.
- Knowledge of safety rules including accident causation and prevention.
- Skills in use of computer hardware and software applications.
- Skills in conducting computer-based research and searches.
- Reading skills to comprehend operator manuals, directives, procedures and instructions.
- Skills to operate office equipment and phone systems.
- Skills to communicate effectively with the public, and with people representing a broad range of ages and abilities.
- Verbal skills to communicate effectively with supervisor and co-workers.
- Computer skills to create and modify forms and records; develop spreadsheets.
- Writing skills to develop communications and documents using correct English, grammar, punctuation, and spelling.
- Math skills to perform basic calculations (add, subtract, multiply, divide) and necessary to count money.
- Ability to lift and carry moderately heavy items and push carts.
- Ability to perform repetitive motion activities.

- Ability to stoop and reach, with a full range of motions and activity.

Minimum Qualifications

- A minimum of 2 years of work experience in a library or office setting.
- Ability to work extended or irregular hours and on weekends and evenings.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines; with contagious diseases or irritant chemicals, etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

APPLICATION FOR EMPLOYMENT

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of Application
How Did You Learn About Us?	
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Relative
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend
<input type="checkbox"/> Inquiry	<input type="checkbox"/> Other _____

Last Name	First Name	Middle Name
Address	Number	Street
City	State	Zip Code
Telephone Number(s)	Social Security Number (Voluntary)	

Best time to contact you at home is: _____ AM
PM

If you are under 18 years of age, can you provide required proof of your eligibility to work? ☐ Yes ☐ No

Have you ever filed an application with us before? ☐ Yes ☐ No

..... If Yes, give date _____

Have you ever been employed with us before?..... ☐ Yes ☐ No

If Yes, give date _____

Do any of your friends or relatives, other than spouse, work here? ☐ Yes ☐ No

Are you currently employed? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
Proof of citizenship or immigration status will be required upon employment. ☐ Yes ☐ No

Date available for work ____/____/____ What is your desired salary range? _____

Are you available to work: ☐ Full-Time (please indicate 1 2 3 shift)

☐ Part-Time (please indicate Mornings Afternoon Evenings)

☐ Temporary (please indicate dates available ____/____/____ - ____/____/____)

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

Can you travel if a job requires it? ☐ Yes ☐ No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

	Name and Address of School	Course of Study	Number of Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

[illegible]

Describe any job-related training received in the United States military.

[illegible]

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
4.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

ADDITIONAL INFORMATION

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

SPECIALIZED SKILLS (CHECK SKILLS/EQUIPMENT OPERATED)

<input type="checkbox"/> Terminal	<input type="checkbox"/> Spreadsheet	Production/Mobile Machinery (list)	Other (list)
<input type="checkbox"/> PC/MAC	<input type="checkbox"/> Word Processing	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Shorthand	_____	_____
WPM _____	WPM _____	_____	_____

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation? ☐ YES ☐ NO

REFERENCES

1. _____ (Name) _____ () _____ Phone #
 _____ (Address)
2. _____ (Name) _____ () _____ Phone #
 _____ (Address)
3. _____ (Name) _____ () _____ Phone #
 _____ (Address)

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview ☐ Yes ☐ No

Remarks _____

Employed ☐ Yes ☐ No Date of Employment _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____
NAME AND TITLE DATE

This Application For Employment is sold for general use throughout the United States. Amsterdam Printing assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.



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Position(s) Applied For Is Open: ☐ Yes ☐ No

Position(s) Considered For: _____

Date _____

NAME: _____ POSITION: _____ DATE: ____/____/____